



Application for Certificate of Occupancy/ Certificate of Completion

Date: _____ ☐ Certificate of Occupancy ☐ C of O Re-issue ☐ Certificate of Completion

Please Note

- Do not complete this form if you are doing any construction work (such as walls or partitions, making additions and/or renovations to the electrical, plumbing, or heating/cooling systems, signage, etc.) For this type of work, you must submit plans to Planning and Development for review and obtain a building permit. After work is complete and approved by the City's inspector, you must then request a Certificate of Occupancy inspection.
- A Stop Work Order will be issued if you do not obtain the required permits. You will be assessed twice the normal building permit fees.
- The minimum fire extinguisher rating requirement is 2a 10bc. One extinguisher is required for every 3,000 square feet, or 75 feet travel distance.
- ***Beginning 7-1-10 there is a fee of \$100 for this application.***

Applicant Name	Business Owner Name (if different)	Applicant/Contact Phone No.	
Business Name		Business Phone No.	
Business Address (including building or suite numbers)		City/State/Zip	
Nature of Business		Building/Shopping Center Owner	
Hazardous materials are stored/handled on site: <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes, you must submit an electronic Hazardous Material Inventory Statement (HMIS) prior to Certificate of Occupancy. Contact City of Chandler Fire Department at 480-782-2121 for requirements.</i>	
Lease Space Sq. Ft.	No. of Employees	No. of Exits	No. of Restrooms
Public Access to Restrooms: <input type="checkbox"/> Yes - requires that two (2) restrooms be equipped for handicapped use. <input type="checkbox"/> No			
Applicant Signature			

City Use Only			
Zoning	Occupancy Classification	Applicable Code Edition	
Fixed Property Use	Remarks		
Zoning Approved By			Date
Address Verified By			Date
<input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Certificate of Completion	<input type="checkbox"/> Existing <input type="checkbox"/> Required	Approved to Issue By	Date

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

Transportation and Development Department
Development Services Division
215 E. Buffalo St., Chandler Arizona 85225

Telephone: (480) 782-3000
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